

SECRET

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R
MANAGEMENT PROGRAMS
Draft 3/9/55

25X1

REGULATION
NO.

25X1

RECORDS MANAGEMENT

Correspondence Management

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1. GENERAL

The Regulation implements the basic policies and responsibilities of R as they apply to managing Agency correspondence.

2. OBJECTIVES

Correspondence management is a preventive and corrective tool to be applied at one of the main roots of the records creation problem. Its objectives are twofold:

- a. Better correspondence prepared by speedier, simpler, and more economical means.
- b. Less correspondence to handle, store, and dispose of.

3. POLICIES

The Agency Correspondence Management Program shall be administered on a decentralized basis through area programs governed by the following policies:

- a. Correspondence shall be answered or acknowledged as soon as feasible, preferably within five working days from its receipt. However, when it can be reasonably assumed that the correspondent anticipates a delay in receiving a reply, an acknowledgment should be waived in favor of expending the effort on a full reply. Congressional correspondence shall be answered or acknowledged within three working days from its receipt by the Agency.

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- b. The standards of HB ☐ Correspondence Style and Procedures, shall be applied as extensively as possible to provide the uniformity essential to efficient correspondence operations.
- c. Form and pattern correspondence and correspondences shall be used whenever practical to simplify the preparation of repetitive correspondence.
- d. Handwritten notes or personal contacts should supplant correspondence whenever possible.
- e. The transmittal of self-explanatory forms, reports, and publications by nonessential correspondence shall be avoided. Consideration shall be given to the design or composition of documents to provide for their transmission without covering correspondence.
- f. Provision shall be made whenever possible for indicating concurrences and approvals on basic documents to obviate the preparation of additional correspondence.
- g. The preparation of nonessential copies shall be avoided. Headquarters addressees who have not indicated a need for courtesy copies should not be furnished them. Courtesy copies are not required for addressees outside the Agency except members of Congress and officials of other Federal agencies.
- h. Measures shall be taken to determine and correct individual writing weaknesses.

4. DEFINITIONS

- a. Correspondence. Memorandums, letters, and dispatches (excluding operational reports) sent or received by Agency personnel in executing their official duties.
- b. Form Correspondence. Form letters or form memorandums, usually printed or reproduced and stocked in advance, for mailing repetitive information to numerous destinations.
- c. Pattern Correspondence. Sample letters or memorandums used as models for correspondence prepared to appear as if individually dictated or drafted, or sample paragraphs used as models in typing other paragraphs of the same nature.

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d. Correspondence. A visible index to form and pattern correspondence.

5. RESPONSIBILITIES

a. The Chief, Management Staff, is responsible for:

- (1) Directing and coordinating the Program by providing basic plans, policies, and procedures, and staff guidance for their application to area programs.
- (2) Developing and maintaining publications on Agency correspondence style and procedures.
- (3) Collaborating with the Director of Training in providing guides to effective writing.
- (4) Reviewing and approving requests for nonstocked stenographic and typing equipment and supplies.

b. The Deputy Directors (Plans), (Intelligence), and (Support), *or their designees* shall establish and maintain area programs to meet the requirements of this Regulation.

6. PROCEDURE

Requests for stenographic and typing equipment and supplies not available as stock items shall be submitted to the Logistics Office through the Chief, Management Staff (Attn: Chief, Records Management Division), with complete justifications for the nonstocked items.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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